# Equipment/Technology Thought Force meeting minutes for Jan. 27
## Volunteers for committee:

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| Lynnette Y. | Manny |
| Nick N. | Nancy M. |
| Kim C. | Rachel B. |
| Melody O. | |

**In attendance:**

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| Kim C. - chair | Rachel B. |
| Nick N. | Melody O. |
| Lynnette Y. | |

***Charge for the Equipment/Technology Thought Force:***
*Using Al-Anon Knowledge Based Decision Making, review options for the Utah Area to embrace technology moving forward. Some things to think about are: Will Utah Assemblies always be hybrid? What are the pros and cons of hybrid assemblies? What are the pros and cons of new equipment?*

Kim C. opened the meeting with the Serenity Prayer.
Kim C. then read the charge for the Equipment/Tech. Though Force, and the "KDBM Background and Rationale".

Kim C. told the group what information the Area currently has to aid in hybrid meetings:
2 corded microphones (they are not sensitive and the speaker must hold the mic very close to their mouth)
2 - 40 lb speakers
Hub where everything is connected
1 projector (outdated)

It was discussed that the Area needs to have a dedicated computer / laptop to run zoom meetings, and that people have been using their personal laptops for hybrid meetings to date.

Melody mentioned that when she attended Area Assemblies on zoom it is sometimes difficult to hear what is being said, and often zoomers cannot see who is speaking & those attending the meeting at the same time so they may miss what is happening at times.

Answers to questions asked to thought force:
***Will Utah Assemblies always be hybrid?***
Everyone in the thought force believes that they will be. It was mentioned that the pandemic changed how we did things and we will probably never go back to how things were before the pandemic since it took us forward, knowing that we can do more things with new technology.

***What are the pros and cons of hybrid assemblies?***
**Pros:**
It allows more Al-Anoners to attend assembly who may not make the trip due to many reasons.

**Cons:**
Tech. glitches
Cost to update equipment
Voting is different between those on zoom & in-person (believed to be because in-person meeting has cross-talk in addition to what is said into the microphone. However, cross-talk is to be avoided and people should go to the microphone to speak anyway.)

**What are the pros and cons of new equipment?**
**Pros:**
To allow us to have less glitches in technology.
To update some outdated equipment.
To purchase more sensitive microphones - putting microphones so close to mouth may carry disease (covid, flu, colds, etc.)
To create an ability for better hearing / seeing on zoom & hearing and seeing those on zoom by those in-person, making the experience much nicer to incorporate the zoomers.
To get equipment that isn't as heavy/bulky.

**Cons:**
Spending money.

The point was brought up that there are many ways to go about getting better quality equipment without breaking the bank.
It was asked if donations of equipment may be considered (Nick has some equipment and Kim has a t.v. that she no longer uses. All of the potential donations are of good quality and very useable.)

**Discussion & Ideas were put forward:**
Nick sent a link to a ($20) cable on amazon that will feed audio directly to zoom - out of the speakers and into the zoom speakers. (Buy 2 in case of failure.)
https://www.amazon.com/Creative-Labs-70SB173000000-Sound-Blaster/dp/B06XBZ38ZJ/ref=a sc_df_B06XBZ38ZJ/?tag=hyprod-20&linkCode=df0&hvadid=309833041189&hvpos=&hvnetw=g &hvrand=15807528114978638030&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint =&hvlocphy=9029683&hvtargid=pla-528312458572&mcid=eec2b7ca463d3cf4b8fafa2ffa7b2338 &gclid=CjwKCAiA8NKtBhBtEiwAq5aX2Dc44ELpH-bpBXy2v8atEjI9mOkn_Xz3Ljc0hDNvObBtM W4Ok4LWIhoCru8QAvD_BwE&th=1

Video -
Have 2 screens going so that zoomers can see the room and the individual speaker.

External from device camera for laptop plus that can rotate to show speakers at the podium and the microphones plus another device: phone or tablet that can be positioned high to show the room for wide shots.

Question: what about in-person folks to be able to see those on zoom?
Ideas brought forward:
A monitor or tv on a cart.
A monitor or tv screen large enough to be seen in the back of the room.
Projector instead of a tv, so it would be smaller. Problem: more moving parts & more points of failure.
The rolling cart would have to be a good one.
Lynnette mentioned that the university has previously used equipment for sale.

Current equipment's problems:
Speakers: too big - heavy and bulky
Microphones - lack of sensitivity - have to put them too close to mouth

Nick sent a link to a refurbished mixer:
https://us.focusrite.com/products/scarlett-solo-refurbished?setCurrencyId=2&gad_source=1&gclid=CjwKCAiA8NKtBhBtEiwAq5aX2OuVbj1FbdDflq5AL1dzfcAQnJR6DFb23Skz1dx3vFe6goi-NQhhYRoCtJ8QAvD_BwE

Nick and Kim are going to do an inventory of what we have. They will meet on Tuesday and do a mock set-up for assembly to determine what is needed for Spring Assembly (won't purchase equipment yet, though.)

It was mentioned that we need to have a budget to maintain equipment and keep up to date. Equipment does have a lifespan - this won't be a one and done deal.
Lynnette suggested that we propose a $500 budget per year to maintain and update equipment. Nick reminded us that "You get what you pay for and then you pay for the rest." Meaning that we do not want to buy the least expensive item because we'll need to have lots of add-ons or replace it too soon. Spending more up front for quality that will last longer will save money in the long run.

To do:
1. Nick and Kim will do an inventory of what we already have and see if it will work well.
2. We will make a list of physical needs (dedicated computer/laptop, mixer, smaller/lighter speakers)
3. We will create a wish list based on the budget.

Respectfully submitted by,
Melody O.